CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1142   **TITLE:** DIRECTOR OF PARK AUTHORITY   **GRADE:** E-12

DEFINITION:
In accordance with the policies established by the Authority, its By-Laws, and the Park Authorities Act, to administer the everyday activities of the Fairfax County Park Authority; and to do related work as required.

TYPICAL TASKS:
Maintains investment portfolio for Authority funds;
Reviews and approves development plans and specifications for park facilities;
Approves and recommends bid documents for Authority approval;
Prepares research reports as required by the Authority;
Represents the Authority before federal, state and local legislative and organizational bodies;
Provides for and supervises all budget administration, Authority funds, personnel administration, purchasing, payroll work, inventory reports;
Reviews site plans and works with developers and representatives of engineering firms;
Prepares and approves agenda for Authority meetings;
Reviews and approves all Federal and State assistance applications;
Inspects land areas for possible acquisition;
Orders and reviews engineering studies, appraisals and other reports necessary for land acquisition;
Negotiates land acquisitions as approved by Park Authority, acts as lay counsel with Park Authority General Counsel if land is to be acquired by condemnation;
Maintains all official documents such as land and finance records.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
Considerable knowledge of modern principles and practices of park administration;
Considerable knowledge of the development, construction and maintenance activity related to parks;
Thorough knowledge of administrative principles;
Thorough knowledge of management methods and practices;
Ability to establish and maintain good working relationships with County officials, subordinates and the general public.

EMPLOYMENT STANDARDS:
Graduation from a four-year college or university and six years of experience in administrating park management and maintenance programs.

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